



THE CITY OF SEATTLE - REVENUE and CONSUMER AFFAIRS

BUSINESS LICENSE RENEWAL

“For your information”

IF YOUR BUSINESS HAS ANY UNFILED AND/ OR UNPAID TAX OR LICENSE FEES. . .

As a result of legislation recently passed by the City Council, Council Bill Number: 116690, any business that has unfiled and/or unpaid tax or license fees will be unable to receive their 2010 Business or Regulatory Licenses. To file and/or pay any outstanding tax or licenses, please visit our online website at <https://dea.seattle.gov/self/> or email rca@seattle.gov and request the applicable forms. A 2010 license will be mailed once the business license account is in good standing and has no balances due. If a business has extraordinary balances due on their account that would cause undue hardship to the business, the business can contact our office to request additional assistance. Requests for additional assistance may be emailed to rca@seattle.gov or fax to (206) 684-5170.

Tax Threshold Increase

Effective January 1, 2010, the business and occupation annual tax threshold will increase from \$80,000 taxable revenue to \$100,000 taxable revenue. Therefore, if your taxable gross income is less than \$100,000, you will not owe any B&O tax. You must still complete and file your Seattle tax return by the applicable due date. If you are a business that files quarterly but does NOT gross at least this amount of revenue, please contact our office by phone (206) 684-8494; fax (206) 684-5170; or email rca@seattle.gov and request to be changed to an annual filing status. Please note that this threshold increase is only effective for tax periods starting January 1, 2010. Tax thresholds for prior periods remain the same.

FILE YOUR ANNUAL TAX RETURN BY PHONE

If a business has annual taxable revenue less than \$80,000*, they can now file their tax return by phone. Please call (206) 684-8484. The automated system will allow users to enter and submit their tax information. Mailing a hard copy of the tax return is not necessary. This new process is easy and saves time and money. We encourage all applicable businesses to take advantage of this method of filing tax returns. Businesses can also file annual returns for previous years using this automated system.

*The annual tax threshold for 2008 and 2009 is \$80,000. The annual tax threshold for 2007 and prior years was \$50,000.

Training classes offered

Training classes for the square footage business tax, new apportionment and allocation requirements, employee hours tax, and business license tax are now available. Dates for the training classes are January 22, February 23 and March 30. To register, please call 206 233-3789.

HAVE QUESTIONS? -- CALL EARLY!

Information line (206) 684-8484 or fax (206) 684-5170

Email – rca@seattle.gov